

## LEAD CODES ENFORCEMENT OFFICE

### **General Definition of Work:**

Performs difficult skilled technical and responsible administrative work overseeing and participating in the administration and enforcement of building codes and related ordinances. Work is performed under the general supervision of the Deputy Chief Codes Enforcement Officer. Supervision is exercised over Senior Codes Enforcement Officers and Codes Enforcement Officers.

### **Essential Functions/Typical Tasks:**

#### **Planning, directing, managing, supervising and participating in various inspection and code enforcement activities; preparing and maintaining appropriate records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Plans, coordinates, supervises and participates in the inspection and enforcement process of site development, building, electrical, mechanical, plumbing, fire and life safety inspection activities with responsibility for enforcing the laws, ordinances and codes relating to construction in the County.
- Instructs, assigns and reviews the work of subordinates.
- Responsible for evaluating staff in collaboration with the Chief and Deputy Chief and has influence in hiring and other employment decisions.
- Performs site visits with staff as required to offer assistance and review problem cases.
- Receives inspection requests and answers code related questions from contractors.
- Issues stop work orders, official citations, and other notices of violation as appropriate.
- Conducts in-depth review of plans submitted for industrial, commercial and residential construction to determine code compliance prior to issuance of building permits.
- Issues various permits as required by County codes and ordinances for industrial, commercial and residential construction.
- Administers, interprets and enforces business license, building permit and contractor license ordinances.
- Assists in the development and maintenance of policies and procedures for the administration of the business license, building permits and contractor license ordinances.
- Travels/drives to inspection sites.
- May assist Fire Marshal with arson investigations.
- Assists with permit issuance and other codes enforcement administrative and clerical duties as assigned.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; working knowledge of computers and applicable software applications; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, County, state and federal officials, and the general public; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to communicate simple words, sentences, and phrases orally and in writing in the Spanish language is desirable; and ability to attend work regularly.

### **Education and Experience:**

Requires graduation from high school and considerable inspection experience. An equivalent combination of education and experience may be considered.

Requires possession of level III standard inspection certification in the trade which individual serves as lead officer and a level II standard inspection certification in at least one other inspection category (building, plumbing, electrical, or mechanical) issued by the North Carolina Code Officials Qualification Board. Must obtain the level II standard inspection certification in the other inspection category within two years of employment if not fully qualified at hire.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of

motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

**Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of Level III Standard certification in respective field. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

HR NOTE: Position title changed from Senior Codes Enforcement Officer to Lead Codes Enforcement Officer 5/31/2013.

HR revised 6-17-2013